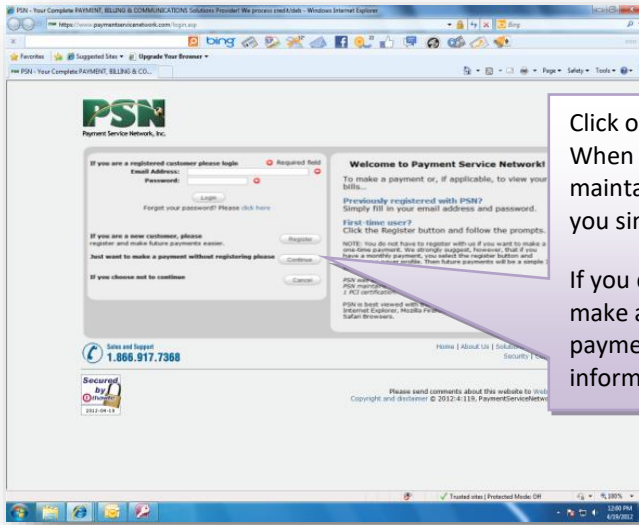


City of Thompson Residents:

How to Register to Pay or View Your Bill Online



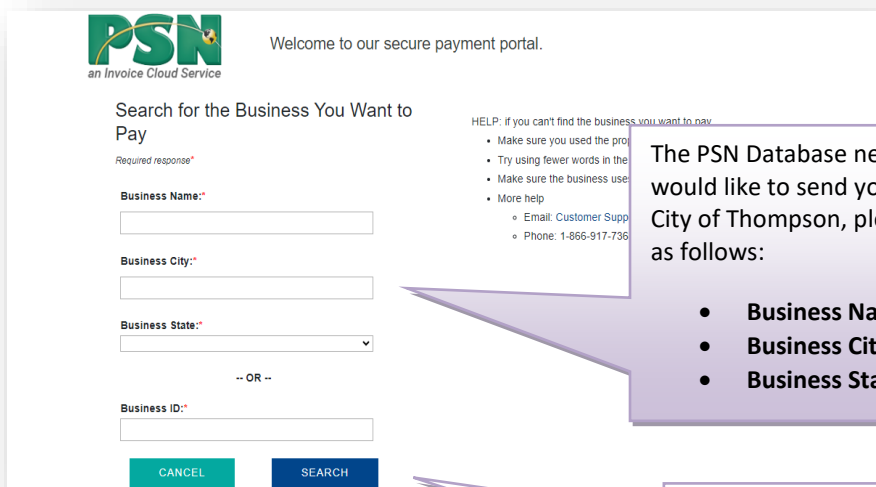
1



Click on "Register" the first time you go online. When you register, your information is securely maintained so that the next time you want to pay, you simply log in with your user ID and password.

If you don't want to register, click "Continue" to make a one-time payment. Each time you make a payment, you will have to re-enter your information.

2



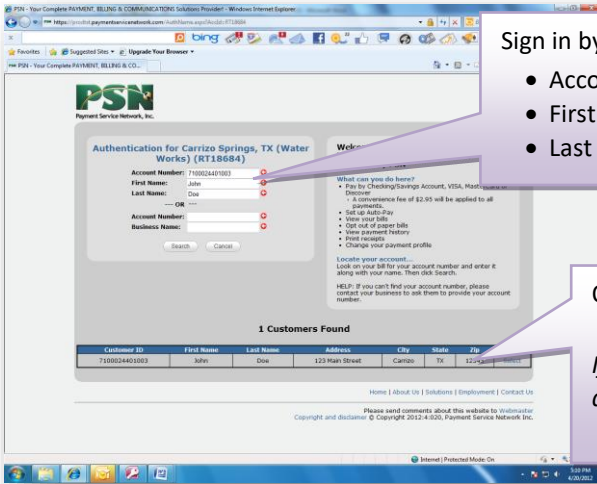
The PSN Database needs to determine where you would like to send your payment. To locate The City of Thompson, please fill out these three fields as follows:

- **Business Name:** City of Thompson
- **Business City:** Thompson
- **Business State:** ND

Once you hit Search, City of Thompson, ND (Utility) will pop up on the bottom.

Click "Continue to locate your billing account" to find your Utility account with the City of Thompson.

3



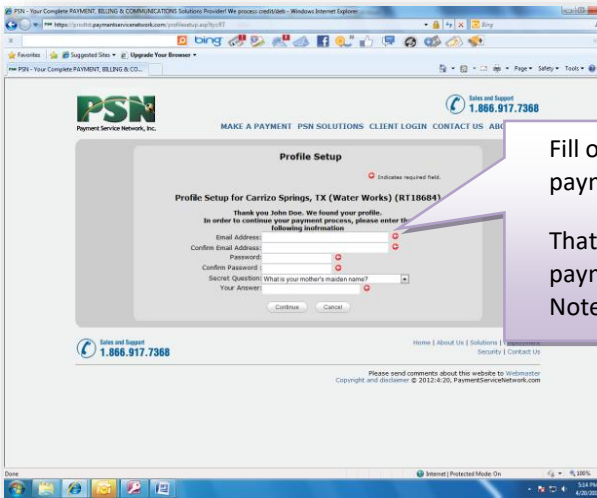
Sign in by entering:

- Account Number (this is on your utility bill)
- First Name
- Last Name

Once you hit Submit, your name should appear at the bottom

- Click on "Select"
- If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call us.*

4



Fill out the requested information to establish your payment account and select "Continue."

That's it. You can now view your bills and make a payment!

Note: bills may not be displayed for up to 48 hours.